

FBIS-2021/88
20 June 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

Acting Chief, Operations Group

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SUBJECT:

Recommendation for Quality Step Increase -

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1. I recommend that be awarded a QSI in recognition of her sustained outstanding service at FBIS Abidjan Bureau since August 1987.

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2. As a junior editor with only one year's field experience, was called upon to fill the role of a senior editor when the bureau lost its experienced senior editor in the summer of 1987. She has responded with active and wide-ranging involvement in bureau operations. She has utilized her excellent French skills to provide written guidance to monitors on idiomatic translations; completed numerous detailed monitorial file reviews, pointing out errors in format, style and awkward translations; and reorganized the bureau's newspaper coverage. The latter effort included reevaluating source productivity as well as corresponding with embassy press procurement officers throughout West Africa to renew or add subscriptions and to drop unproductive sources. She has also helped to prepare coverage change reports and staff schedules and has independently prepared media behavior FYI's. She has consistently and competently performed responsible tasks normally handled by a more senior editor.

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3. acted as coordinator for the BACH automated system when it was introduced last summer to Abidjan Bureau. She has subsequently coordinated all BACH updates and the recent transition in FBIS filing format. She familiarized herself with the technical issues so she could deal effectively with both the bureau engineer and the technically inexperienced local telecommunications staff, and she wrote guidelines for the use of the new system for the communicators and editors. The transition to BACH, its subsequent editions, and to the new FBIS filing format for messages were all accomplished very smoothly, thanks primarily to her efforts.

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4. took the initiative to implement the application of new software to automate certain receiver functions. entered into the system a large amount of data on frequencies, receivers, bandwidths, antennas, broadcast schedules and such to make

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the software operable. She then oversaw the testing of the system and rearranged the data entries to make it more easily usable. She extended the project, which initially focused on press agency receivers, to various radio programs. This relieves the duty editors from having to make frequent manual frequency changes to the press agency receivers. Monitors can rapidly switch frequencies to obtain optimum listening conditions, a significant factor in view of poor reception conditions in Abidjan.

5. [] has consistently performed at a level far exceeding the requirements of her junior editor position. She has demonstrated exceptional energy, initiative, and dedication and is well-deserving of a QSI.

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6. [] has not previously received a QSI.

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APPROVED:

[] STAT

27 JUN 1988

Director, Foreign Broadcast Information Service_____
Date

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